FALL 2008

Test Coordinator's Manual

Arizona's

Instrument to Measure Standards
High School

AIMS HS

Test Coordinator's Name

CTB McGraw-Hill

20996-W

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Introduction

Arizona's Instrument to Measure Standards (AIMS), administered by the Arizona Department of Education (ADE), measures what students know and are able to do in the content areas of writing, reading, and mathematics as presented in the *Arizona Academic Content Standards*. Students will receive test reports with specific information detailing their progress toward meeting the standards. Schools will receive test reports with information on students' progress that can be used to correct weaknesses in their curriculum and instructional strategies.

Each District or Charter Operator must designate a Test Coordinator to oversee testing for all schools within the district or for all schools under the same charter. This individual is referred to as the District Test Coordinator. The Test Coordinator's Manual is written specifically for District Test Coordinators.

This Test Coordinator's Manual provides the instructions for the proper handling of test materials before, during, and after test administration. To ensure the correct administration of AIMS HS, District Test Coordinators must also refer to and use the *AIMS HS Test Administration Directions.*

To ensure the correct administration of Arizona's Instrument to Measure Standards High School (AIMS HS) to students with disabilities or to English language learners, District Test Coordinators must refer to and use the Arizona Department of Education document, *Testing Accommodations: Guidelines for 2008–2009*.

All of the manuals listed above are available on the ADE Test Coordinator Web page: www.azed.gov/standards/AIMS/Administering.

Responsibilities of the District Test Coordinator

The District Test Coordinator is responsible for the correct administration of testing throughout the district or charter. This includes organizing and implementing the activities necessary to conduct testing in the schools. To facilitate these activities, some responsibilities may be delegated to School Test Coordinators. However, the District Test Coordinator assumes ultimate responsibility.

Responsibilities of the District Test Coordinator include:

Before Testing

☐ attending a pre-test workshop;

☐ obtaining signed copies of the Test Security Agreement;

☐ submitting to ADE a copy of the Test Security Agreement signed by the District Superintendent or Charter Holder;

☐ scheduling testing activities within the district or charter schools;

☐ communicating the schedule to Test Administrators;

☐ providing training to Test Administrators on testing procedures;

☐ working with Test Administrators to select appropriate classrooms or other sites within the school where testing will take place;

☐ following up on questions from Test Administrators by contacting either CTB/McGraw-Hill or the Arizona Department of Education;

☐ receiving materials from CTB/McGraw-Hill;

☐ inventorying test materials and Test Coordinator's Kits upon arrival and, if needed, ordering extra materials;

☐ implementing and maintaining security procedures within the district/charter operator and school(s);

☐ communicating security procedures and responsibilities to Test Administrators;

☐ providing instructions regarding the use of the student bar code labels and completion of the student demographic data grid and accommodations and *Other Information* data boxes located on the inside front and back covers of the AIMS HS answer documents; and

☐ arranging for a supply of commercially published paper dictionaries and commercially published paper thesauri to be available in testing rooms during the administration of the writing test **only.**

During Testing

- ☐ monitoring assessment activities;

- ☐ checking out and checking in test materials to Test Administrators at the beginning and end of each day of the test administration. This includes collecting and counting all test books and answer documents and returning them to locked storage at the conclusion of each testing session; and

- ☐ maintaining an accurate inventory of all test materials throughout the test administration window.

After Testing

- ☐ checking that responses from students taking the large print and Braille versions of AIMS HS have been transferred to standard answer documents, and that student responses from contaminated test materials have been transferred to clean answer documents;

- ☐ completing the Group Information Sheets;

- ☐ completing the School/Group Lists;

- ☐ completing the Materials Inventory Sheets;

- ☐ reporting any testing incidents to the Arizona Department of Education State Test Coordinator;

- ☐ boxing materials for return shipping as instructed in this document; and

- ☐ ensuring all scorable and nonscorable test materials are shipped back to CTB/McGraw-Hill by the established due date.

Test Administration

AIMS HS must be administered exactly as directed in the *AIMS HS Test Administration Directions*. District Test Coordinators must review both the *AIMS HS Test Administration Directions* and the *AIMS HS Test Coordinator's Manual* well in advance of administering the test and in advance of training School Test Coordinators and Test Administrators. What follows is a brief summary of some of the information included in the *AIMS HS Test Administration Directions*.

AIMS HS Test Administration Schedule

AIMS HS must be administered on the exact dates shown below. It is the District Test Coordinator's responsibility to communicate this schedule to the appropriate school and district personnel, including Test Administrators, and to students and parents/guardians.

AIMS HS Test Administration Dates	Session(s)—Time
Writing Test—October 28, 2008	1 session—2–2½ hours
Reading Test—October 29, 2008	1 session—2 hours
Mathematics Test—October 30, 2008	2 sessions—90 min. ea.

Detailed information about the AIMS HS testing schedule, the timing of the testing sessions, and breaks between the testing sessions is included in the *AIMS HS Test Administration Directions*.

Make-up testing *is not* allowed during the Fall 2008 administration of AIMS HS. Students and their parents or guardians should be notified of testing dates in advance. Students who are absent, or otherwise miss the scheduled test administration, are not permitted to make up the missed session. Districts need to alert students and parents that, if students are absent or otherwise miss the scheduled test, then no further opportunities to test are available in the fall of 2008. Districts should document student or parent refusal to test.

Administering AIMS HS tests on dates other than those shown above, without the written permission of the Assessment Section of the Arizona Department of Education, is a serious testing violation. Schools that will not be in session on October 28, October 29, or October 30, 2008, must request permission from the Assessment Section of the Arizona Department of Education to administer AIMS HS tests on alternate dates.

Students to Be Tested

Only students in Cohort 2010, 2009, 2008, or below are permitted to participate in the Fall 2008 administration of AIMS HS writing, reading, and mathematics tests. Only students who qualify to test on the alternate assessment, AIMS-A, are exempt from AIMS HS testing. Refer to the *AIMS HS Test Administration Directions* for more detailed explanations about which students are to be tested on the AIMS HS tests.

Prior to testing, the District Test Coordinator, or designee(s), must create lists of students testing on each content area of AIMS HS. These lists must be shared with the appropriate Test Administrators and School Test Coordinator.

Private Placement and Voucher Placement Students

Private placement and voucher placement schools will order their own test materials. These schools will administer AIMS HS tests, as appropriate, to their students. **New for this year, private placement and voucher placement schools will be responsible for returning the test materials directly to CTB/McGraw-Hill for scoring. Private placement and voucher placement schools must follow the directions in this manual for the assembly and return of test materials.**

Arrangements Prior to Test Administration

The District Test Coordinator is responsible for assigning Test Administrators and, if needed, Proctors for each testing room. Test Administrators and Proctors **must** be employees of the school and must attend training in the correct procedures for administering the tests and handling the test materials.

The District Test Coordinator is responsible for determining the suitability of each testing room. Each testing room must provide a comfortable and distraction-free environment. Seating should be arranged so that students are not tempted to look at the answers of others. All visual aids displayed in the testing room that could assist students while testing must be removed or covered completely.

*Test Administrators and Proctors **must** be employees of the school.*

All visual aids displayed in the testing room that could assist students while testing must be removed or covered completely.

Required Test Materials

Test materials will be provided to each district according to the enrollment information provided by the district. Each carton will be clearly marked and numbered in sequence "Box 1 of 5," "Box 2 of 5," etc. The packing list will be in Box 1. The materials will be packed by school for all districts/charter operators.

The District Test Coordinator will receive a box containing extra materials equivalent to 5% of the provided enrollment. Test Coordinators are to use these materials to cover any shortages at the schools. Do not distribute extra materials to schools or Test Administrators unless needed. If schools need more materials in addition to those supplied in the district overage box, District Test Coordinators should refer to page 9 in this document for ordering instructions.

AIMS HS Test Materials Provided to the District

The following test materials will be distributed to each District Test Coordinator:

- ☐ a packing list;
- ☐ AIMS HS Writing Test Books;
- ☐ AIMS HS Reading Test Books;
- ☐ AIMS HS Mathematics Test Books;
- ☐ AIMS HS Answer Documents;
- ☐ *AIMS HS Test Administration Directions;* and
- ☐ return stack cards and bands.

For the Fall 2008 administration, there will be only one answer document for all three content areas (writing, reading, and mathematics).

Each District Test Coordinator will also receive a Test Coordinator's Kit, which contains:

- ☐ a packing list;
- ☐ a cover letter;
- ☐ *AIMS HS Test Coordinator's Manuals* (one for the district/charter operator and one for each school);
- ☐ School/Group List(s);
- ☐ Group Information Sheet(s);
- ☐ yellow return shipping labels for scorable AIMS HS answer documents;
- ☐ green return shipping labels for nonscorable AIMS HS test materials;
- ☐ Materials Inventory Sheets and Materials Inventory Envelope;
- ☐ School/Group List Envelope;
- ☐ School/Group List box labels;
- ☐ student bar code labels;
- ☐ student bar code label instructions; and
- ☐ student bar code label Student Reference List.

Test Materials Provided by the Schools

The following materials are needed for each testing room and are to be provided by the schools:

☐ a supply of sharpened, standard, wooden, graphite-based No. 2 pencils with erasers;

☐ a pencil sharpener or an additional supply of sharpened, standard, wooden, graphite-based No. 2 pencils with erasers;

☐ a "Testing—Do Not Disturb" sign; and

☐ commercially published paper dictionaries and commercially published paper thesauri for use on the writing test **only**.

Student Identification Information

District Test Coordinators are responsible for training School Test Coordinators and Test Administrators in the correct use of all student information fields on the test materials. Student identification information includes the following:

☐ the student identification fields on the front covers of the test books and answer documents;

☐ the student bar code labels on the front covers of the answer documents;

☐ the demographic data grid on the back covers of the answer documents; and

☐ the accommodations fields on the inside front covers of the answer documents.

The greatest amount of student identification information is included in the student bar code label and the student demographic data grid. Detailed information on the correct use of both is included in the Pre-Test Workshop materials and in the *AIMS HS Test Administration Directions*. Additional information on the correct use of the student bar code label is included with the Test Coordinator's Kit.

The script that is included in the *AIMS HS Test Administration Directions* will direct students to complete the student identification fields on the front covers of the test books and answer documents. Test Administrators should confirm that these fields are completed before dismissing students from the testing session.

All Test Administrators should be familiar with the ADE-produced document, *Testing Accommodations: Guidelines for 2008–2009*. Students with disabilities and English language learners are eligible to receive certain standard accommodations. The accommodations information fields on the inside front cover of the answer documents must be completed for any student who received a standard accommodation. Instructions for completing the testing accommodations information are included in the *AIMS HS Test Administration Directions*.

There is one source of student information that is defined by the district. On the inside front cover of the answer documents, there is a data box identified as *Other Information*. Columns A through H can be used at the district's/charter operator's discretion to collect additional student demographic information. Column I is reserved for use by the ADE. Only one bubble per column should be marked, as double marks are not recorded. The information coded in the *Other Information* data box will be included in the student data file CD but will not be included on any of the paper reports.

Procedures for Handling Test Materials

Before Testing
Receiving Test Materials

Test materials and Test Coordinator's Kits for all schools will be shipped to District Test Coordinators. District Test Coordinators are responsible for distributing the appropriate materials to schools after inventorying them.

The test materials shipments will arrive during one of the two delivery windows, October 6–9, 2008, or October 14–16, 2008. The Test Coordinator will select the delivery window through the CTB online ordering system. The quantity of each item sent will be indicated on the packing list included with the shipment.

Materials will be shipped in dual-purpose, lavender boxes designed to be easily used for both receiving and shipping materials. Save these boxes for use in returning materials to CTB/McGraw-Hill.

Inventorying Test Materials

District Test Coordinators should immediately inventory all test materials and Test Coordinator's Kits received using the following checklist.

☐ 1) Open Box 1. Examine the packing list to determine the total number of cartons in the entire shipment.

☐ 2) Count the total number of boxes received and compare it to the number of boxes shipped. If the total number of boxes indicated as shipped have not been received within the delivery window, contact the Arizona Help Desk at CTB/McGraw-Hill by phone at 1-888-630-9145 or by email at ArizonaHelpDesk@ctb.com.

☐ 3) Inventory the contents of the shipment. Record the actual amounts received on the materials inventory sheets.

☐ 4) Verify the materials received in the shipment against the packing list. Note any discrepancies on the packing list. Verify that precoded Group Information Sheets (GISs), precoded School/Group Lists (SGLs), and return shipping labels were sent for each school within the district or charter. Verify that a sufficient number of stack cards and paper bands were included in the shipment.

☐ 5) Compare the actual quantities of test materials (test books and answer documents) received with the quantities needed. If additional test materials are required to meet the quantities needed, place a short-add order. See step 6 for information regarding short-add ordering.

Verify that each school has enough GISs, SGLs, stack cards, paper bands, and return shipping labels for returning materials. If additional scoring materials or packaging materials are required, place a short-add order. See step 6 for information regarding short-add ordering.

☐ 6) If additional test materials, scoring materials, or shipping materials are needed, submit a short-add order during the short-add window. Complete and submit the Short-Add Order Form as directed during the pre-test workshop. For questions regarding how to complete or submit the Short-Add Order Form, contact the Arizona Help Desk at CTB/McGraw-Hill at 1-888-630-9145 or at ArizonaHelpDesk@ctb.com.

Order as early in the short-add window as possible. Orders are shipped as they are received. Short-add orders must be submitted **no later than 5:00 P.M. MST on October 20, 2008.**

☐ 7) Distribute the manuals, test books, answer documents, bar code labels, bar code Student Reference Lists, precoded Group Information Sheets and School/Group Lists forms, stack cards, and paper bands to the School Test Coordinator.

☐ 8) Maintain an accurate inventory of materials distributed to schools and materials retained at the district.

During Testing

Precautions

- Do not use any test books or answer documents other than those that correspond to the Fall 2008 administration of AIMS HS writing, reading, and mathematics. Documents from other testing programs or from previous AIMS HS test administrations will not be scored.

- Do not photocopy the test books or the answer documents.

- Do not disassemble or pull pages from the answer documents.

- Do not allow students to make any marks outside of the boxed area in the upper right-hand corner of the answer document front covers. Answer document front covers that have pencil, pen, or highlighter marks outside of the boxed area cannot be machine-scored.

- Do not use "sticky" notes, paperclips, tape, staples, or glue on the answer documents.

- Do not insert loose papers into the answer documents.

- Do not tape or glue additional paper into the answer documents.

- Do not allow students to use extra paper to write their responses for the writing test. Only responses that are **handwritten** in pencil on the pages designated "Final Copy" will be scored.

- Do not allow students to use correction fluid on the answer documents. If an error is made in filling in a bubble or in the final response to the writing prompt, the student should erase the error completely and make the correction using a No. 2 pencil.

- Do not allow students to use colored pencils, pens, markers, or highlighters to respond to multiple-choice questions or to the writing prompt.

After Testing

Inspecting and Organizing Test Materials

After testing, Test Administrators should inspect the test books and answer documents as directed in the *AIMS HS Test Administration Directions*. Answer documents and test books must be stacked separately with front covers facing up.

Assembling Scorable Test Materials

The District Test Coordinator is responsible for determining which of the following steps will be completed by Test Administrators or by the School Test Coordinator. The District Test Coordinator is responsible for providing directions and training accordingly.

☐ Make sure that test materials that have been contaminated with blood, vomit, or other bodily fluids are not returned to CTB/McGraw-Hill. Student responses must be transferred to clean documents. Destroy the contaminated

test books securely and appropriately by following requirements for disposing of hazardous materials. Note the destroyed test materials on the School Materials Inventory Sheet with an indication that the books were contaminated and destroyed. **If contaminated books are returned to CTB/McGraw-Hill, they will not be scored and will be securely destroyed.**

Figure 1: Sample School Materials Inventory Sheet

☐ Make sure that responses for students taking the large print version and the Braille version of the test have been transferred to standard answer documents. For more information on this process, please refer to the *AIMS HS Test Administration Directions* or to the flyer that was packaged with the large print and Braille test materials.

☐ Next, organize the answer documents by cohort. Then, organize by class/group within the cohort. It is helpful, but not necessary, to alphabetize the answer documents. Select a precoded Group Information Sheet (GIS) with the correct school and cohort. For every group, complete the Group Information Sheet as directed in the section "Completing Group Information Sheets" on page 14 of this manual.

☐ Place the completed GIS on top of the stack of answer documents for the group. Complete a stack card. Place the stack card on top of the GIS. Bind the stack of documents with paper bands. Wrap one band around the stack horizontally and one band vertically. Be sure the bands hold the documents securely.
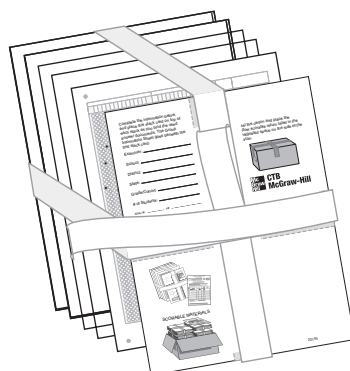
Figure 2: Organizing Answer Documents

Only one GIS is needed per group regardless of the number of stacks.
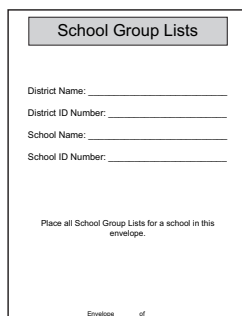
A large group may be divided into two or more stacks so that each stack can be wrapped securely. Each stack should be no more than three inches thick. Complete as many stack cards as needed for the large group. Label each stack card "1 of X," "2 of X," etc., as appropriate. However, only one GIS is needed per group regardless of the number of stacks. The GIS should be placed under the stack card labeled "1 of X." Bind the stacks with paper bands as directed above.

A small group must still have its own GIS and its own stack card. Do not combine multiple groups, regardless of how small, under the same GIS or the same stack card. Do not bind multiple groups together.

☐ For each school, complete a School/Group List (SGL) as directed in the section "Completing School/Group Lists" on page 16 of this manual. School Test Coordinators should keep photocopies of all completed SGLs.

☐ Organize answer documents by group in the return shipping boxes in the same order that they are listed on the School/Group List. (The first teacher or group should be at the top of the first box.)

☐ Calculate the total number of used answer documents and note it on the School Materials Inventory Sheet. Retain the School Materials Inventory Sheet for use during the nonscorable materials inventory.

☐ Place all School/Group Lists for a school in the envelope titled "School Group Lists."

Figure 3: Sample School/Group Lists Envelope

☐ Place the envelope at the top of the school's first scorable box, and affix a "School/Group Lists" label on the side of the box **above** the space designated for the return label.
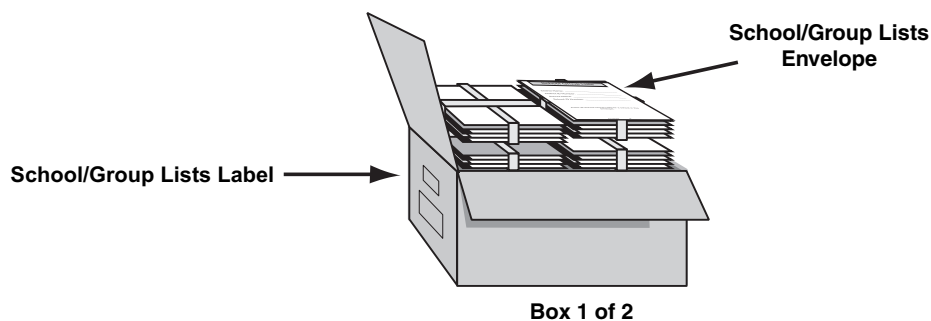
Figure 4: Packing Scorable Test Materials for Return to CTB/McGraw-Hill

☐ Affix a precoded return label in the designated space on the side of each box of scorable test materials. For AIMS HS, use a **yellow scorable** return label (see Figure 5). Be certain the label is coded with the correct school and district. After all of the school's scorable boxes have been packed, add the box count in the "School: Box ___ of ___" portion of the label.

S	**ARIZONA AIMS HS** Scorable Materials	AZ

From:
DIST: **District Name**   DIST # **0123**
SCH: **School Name**   SCH # **4567**

To: CTB/McGraw-Hill   Site: 3   Ph: (888) 630-9145
_____

Dist: Box ____ of ____ School: Box ____ of ____

CTB USE ONLY - DO NOT COVER THIS LABEL

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13Y-M012133001-0123-4567-0003

Figure 5: Yellow Return Label for Scorable AIMS HS
Answer Documents

The yellow return labels are used only for the scorable materials; the green return labels are used only for the nonscorable materials. **Do not mix scorable and nonscorable materials in the same box.**

☐ If the previous steps were completed at the school rather than at the district, send the school's scorable boxes to the District Test Coordinator. Do not seal the boxes.

☐ Verify that each school's scorables have been assembled correctly and that each GIS is listed on the appropriate SGL. District Test Coordinators should keep a photocopy of every SGL.

☐ If there are multiple high schools in a district and there is extra space in the scorable boxes, you may package scorable materials for up to four schools in a single box. **Affix a return label for each school** in the designated space on the side of the box, making sure the bar code is visible on each label.

☐ Fill any empty spaces in the scorable boxes with crumpled paper or plastic air bubbles. Do not use shredded paper or foam "peanuts." Seal the boxes and fill in any missing school information on the return labels.

☐ Renumber the district's entire set of AIMS HS scorable boxes. Mark each box accordingly as "Box 1 of X," "Box 2 of X," etc., in the "Dist: Box ___ of ___" section of the **yellow scorable** return label.

Completing Group Information Sheets

Precoded and blank Group Information Sheets (GISs) have been provided in the Test Coordinator's Kits. **If information on a precoded GIS is incorrect, do not alter it. Instead, fill out all pertinent information on a blank GIS.** The blank GIS provided in the District Test Coordinator's Kit will have columns A–B prefilled with the county number and columns C–G prefilled with the district number. The five-digit school number will need to be bubbled in columns H–L and the cohort bubbled in column N.

GISs are scannable documents; **photocopies are not acceptable for the scoring center's use**. If additional sheets are needed, contact the Arizona Help Desk at CTB/McGraw-Hill by phone at 1-888-630-9145 or by email at ArizonaHelpDesk@ctb.com during the short-add window.

The GIS provides data that appears on the test reports. Each group of completed answer documents may include students from only one cohort. Using the directions in Figure 6A, complete one GIS for each group. Some information has been precoded. Please review both precoded and hand-entered information.

The GISs are coded by cohort. Cohort information is listed next to the Organization Name in the lower right corner of the GIS, and a specific bubble appropriate to the cohort is coded in Special Codes column N. A "cohort" generally corresponds to a grade level (Cohort 2010 = Grade 11; Cohort 2009 = Grade 12; Cohort 2008 and below = Grade 12).

For the purposes of returning AIMS HS answer documents, select a GIS according to cohort **only**. If not precoded, complete all fields on the GIS as directed on page 15. Correctly coding the cohort in Special Codes column N is especially important.

The cohort on paper reports is determined by the cohort on the GIS, not by the cohort on the student's bar code label or by the cohort bubble on the student's answer document. It is important that the students' answer documents are placed under a GIS with a correctly coded cohort that corresponds to the students' cohort.

1	TEACHER NAME	The name of the group must be printed in the boxes in the teacher name section. Under each box, the bubble with the same letter must be filled in. Do not give each group the same name. Names such as Sophomores, Juniors, Seniors; or Class A, Class B, and Class C are highly recommended if different teacher names cannot be used.
2	SCHOOL NAME	The school name should have been precoded. If not, the school name must be printed in the boxes and the corresponding bubbles filled in. The school names on the SGL and GIS must match exactly. The name provided on the SGL is the official CTB/McGraw-Hill school name.
3	NUMBER STUDENTS TESTING	The total number of student **answer documents** returned for scoring, and grouped with the GIS, must be printed in the boxes and the corresponding bubbles filled in. A GIS is completed for each cohort. Prefill this number with zeros (example 005 = 5 students).
4	GRADE	The grade should have been precoded. If not, fill in the bubble for appropriate grade level for the group. The GIS must represent only one grade group.
5	SPECIAL CODES	This section has been precoded with the county, district, school, and cohort identification numbers. If using a blank GIS provided in the District Test Coordinator's Kit, columns A–B will be prefilled with the county number and columns C–G with the district number. **The five-digit school number must be bubbled in columns H–L.** Fill in the bubble for the appropriate cohort in column N (Cohort 2010 = 0, Cohort 2009 = 9, Cohort 2008 and below = 8).
6	ORGANIZATION NAME	This information has been precoded. This section also specifies cohort information.
7	DISTRICT NAME, SO#	This information has been precoded.

Figure 6A: Completing Group Information Sheets (GISs)

If using a blank GIS, be certain to correctly code all information, especially the Special Codes section.

Figure 6B: Sample Group Information Sheet (GIS)

Completing School/Group Lists

The School/Group List (SGL) contains information that the scoring center uses to verify that the District Test Coordinator's entire return shipment of scorable materials has been received.

The School Test Coordinator should fill out each SGL as indicated below. Every Group Information Sheet from the school must have only one entry on the SGL. Ensure that the SGL information has been completed correctly and that the SGL has been placed in its envelope on top of the return materials in School Box 1.

Only information from schools identified by CTB/McGraw-Hill as valid entities and precoded on the SGLs should be reported on these forms. See page 5 in this document for information regarding private placement students and voucher placement students.

1	Test Name(s)	The test name appears in the title block.
2	District Name	The district name is precoded.
3	School Name	The school name is precoded.
4	District Number School/Institution Number	The district and school codes are precoded.
5	Contact Person Email Address Phone Number	Print the name, email address, and phone number of the individual who should be contacted at the district in the event that CTB/McGraw-Hill has questions concerning the materials returned for processing.
6	Teacher Name and Cohort	Print the teacher's name and the cohort. These should exactly match the information coded on the corresponding Group Information Sheet(s).
7	Number Tested	Print the number of student answer documents that are returned for scoring for each group. This number should match the total number for each group on the corresponding Group Information Sheet(s).
8	CTB Use	Do not write in this area.
9	Comments	Use as needed; however, there is no need to specify Special Education or Accommodation, Braille, or Large Print groups.
10	Organization Number Organization Name Testing Program District Name, SO#, CO#	Do not write in this area.

Figure 7A: Completing School/Group Lists (SGLs)

SCHOOL/GROUP LIST

1 **Arizona AIMS HIGH SCHOOL**

District Name: **DISTRICT ONE** **2**   District Number: **12345**

4

School Name: **SCHOOL ONE** **3**   School Number: **56789**

Contact Person: _____

5 Email Address: _____

Phone Number: _____

GENERAL INSTRUCTIONS: Do not list more than one school's testing groups on this form. If you need additional space, this form may be photocopied.

The School/Group list is CTB's way of double-checking that we have received all your groups of answer documents. Every Group Information Sheet (GIS) completed for your school should have an entry on the lines below.

TO BE FILLED OUT BY SCHOOL

CTB Use	Teacher Name Please spell out teacher name exactly as bubbled on the Group Information Sheet	Cohort 2010, 2009 or 2008 and Below	Number Tested	CTB Use Did Not Receive	Comments

10 Organization Number: **M0XXXXX** SO#: **60XXX**   Testing Program: **001**

Organization Name: **ARIZONA AIMS HS FA2008**   District Name:

CO#:

Mc Graw Hill CTB McGraw-Hill

Thank you for providing us with your contact information. We will use this information only to fulfill your order. We store this information in a secure database at CTB/McGraw-Hill in the U.S. For more information on our privacy practices, send an email to the privacy official at privacyofficer@ctb.com or call 831.393.6207. If you would like more information on The McGraw-Hill Companies Customer Privacy Policy, please visit http://www.mcgraw-hill.com/privacy.html.

Figure 7B: Sample School/Group List (SGL)

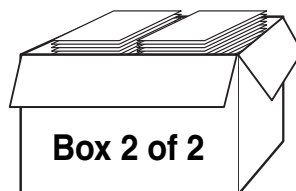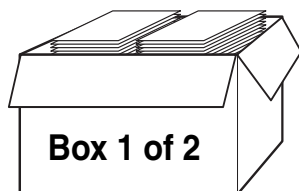## Assembling Nonscorable Test Materials

The District Test Coordinator is responsible for determining which of the following steps will be completed by Test Administrators or by the School Test Coordinator. The District Test Coordinator is responsible for providing directions and training accordingly.

☐ Organize the nonscorable test materials by document type:

used and unused HS Writing Test Books;

used and unused HS Reading Test Books;

used and unused HS Mathematics Test Books;

unused HS Answer Documents;

AIMS HS Test Administration Directions;

Test Coordinator's Manuals; and

all unused student bar code labels.

☐ Count the number of each type of document and note it on the School Materials Inventory Sheet.

☐ Place all nonscorable materials, including the unused student bar code labels, in boxes separate from those containing the scorable test materials. Place the Test Coordinator's Manuals and the Test Administration Directions in the first box of nonscorable materials. Place the completed School Materials Inventory Sheet at the top of the first box of nonscorable materials.

☐ Affix a precoded, green nonscorable return label in the designated space on the side of each box. After all of the nonscorable boxes have been packed, add the box count for the nonscorable materials from the school in the "School: Box ___ of ___" portion of the label. (See Figure 8.)

| S | **ARIZONA AIMS** **NONSCORABLE MATERIALS** | AZ |

From:
DIST: **District Name**   DIST # **0123**
SCH: **School Name**   SCH # **4567**

To: CTB/McGraw-Hill   Site: 3   Ph: (888) 630-9145

Dist: Box _____ of _____ School: Box _____ of _____

CTB USE ONLY - DO NOT COVER THIS LABEL

13G-M012133001-0123-4567-0003

Figure 8: Green Return Label for Nonscorable
AIMS HS Test Materials

- **Used and unused Writing, Reading, and Mathematics Test Books**
- **Unused Answer Documents**
- **Unused student bar code labels**
- **Test Coordinator's Manual**
- **Test Administration Directions**
- **Materials Inventory Envelope (place at the top of Box 1)**

Box 1 of 2

Box 2 of 2

Green Return Labels

(All AIMS nonscorable test materials)

Figure 9: Packing Nonscorable Test Materials for Return to CTB/McGraw-Hill

☐ If the previous steps were completed at the school rather than at the district, send the school's nonscorable boxes to the District Test Coordinator. Do not seal the boxes.

☐ Validate the number of documents returned using the School Materials Inventory Sheet from each school and the original materials packing list. Make adjustments as necessary and note any missing materials. Fill out the District/Charter Operator Materials Inventory Sheet.

Figure 10: Sample District/Charter Operator Materials Inventory Sheet

☐ Assemble all Materials Inventory Sheets for each school and for the district and place in the Materials Inventory Envelope. Place the Materials Inventory Envelope at the top of the first district box of nonscorable materials.

☐ Fill any empty spaces in the nonscorable boxes with crumpled paper or plastic air bubbles. Do not use shredded paper or foam "peanuts." Seal the boxes and fill in any missing school information on the return labels.

☐ Renumber the district's entire set of **nonscorable** boxes. Mark each box accordingly as "Box 1 of X," "Box 2 of X," etc., in the "Dist: Box ___ of ___" section of the **green nonscorable** return label.

Returning Materials to CTB/McGraw-Hill

CEVA will be your return freight carrier. Refer to the schedule provided at the Pre-Test Workshop to determine the date of each CEVA pickup for your district/charter operator. CEVA is unable to schedule pickups at specific times on the designated pickup dates. If a site does not have its materials ready for return when the CEVA driver arrives on the committed date, the site will be required to pay for a second CEVA pickup.

All CEVA drivers will arrive with preprinted bills of lading and will identify themselves as CEVA representatives working on behalf of CTB/McGraw-Hill. The District Test Coordinator or a designated person at each pickup site must enter the box counts on the shipping documents and sign them.

Before the driver arrives, check the boxes to ensure the following:

☐ A **YELLOW** return label has been completed and affixed in the designated space on the side of each box containing AIMS HS **scorable** materials.

☐ A **GREEN** return label has been completed and affixed in the designated space on the side of each box containing AIMS HS **nonscorable** materials.

☐ Verify the total number of boxes for each label color. Have these numbers ready for the driver.

Test Security

The following is State Board Rule R7-2-310.B, C, and D concerning test security.

B. The superintendent or head of district shall be responsible for:

1. Providing school district enrollment data to the Department of Education annually for the purposes of test material distribution.

2. Verifying the count of test materials received and distributing the test materials to each school in the district.

3. Securing the test materials prior to distribution to pupils or persons administering the tests at the time of testing, as well as after the time of testing. Test materials shall be kept in locked storage.

4. Advising all district employees that the test materials are not to be reproduced in any manner.

5. Familiarizing each person who will administer the test with the test publisher's directions for administering the test, the timing of the test, and the testing schedule. This is to be accomplished through meetings which shall not be held prior to one week before the first day of testing. At the conclusion of each such meeting, all test materials are to be collected and returned to locked storage.

6. Distributing actual test materials to persons administering the tests on the day of testing.

7. Training persons administering the tests on how to properly complete the identification information on the test book and answer document and how to code the information required on the variables being collected pursuant to A.R.S. 15-741, et seq.

8. Properly packaging all test books and answer documents which are to be scored by the scoring contractor. Packaging shall comply with instructions furnished by the scoring contractor or the Department of Education.

9. Forwarding all test books and answer documents to be scored to the scoring contractor per instructions. Test books/answer documents for the entire district should be forwarded in one shipment.

10. Retaining all unused and reusable test materials, reporting them in the school's inventory, and storing them in a safe and secure manner.

    Note: No AIMS materials are reusable. All AIMS test materials, including the manuals, MUST be returned to the CTB/McGraw-Hill Scoring Center after testing is complete.

11. Immediately reporting to the Department of Education any losses of test materials or other irregularities.

12. The superintendent or head of district may designate a testing coordinator to act on his behalf.

C. Persons designated by the superintendent or head of district to administer the test shall:

1. Keep all test materials in locked storage.

2. Not reproduce any test materials in any manner.

3. Not disclose any actual test items to pupils prior to testing.

4. Not provide answers of any test items to any pupils.

5. Administer only practice tests which are provided by the test publishers. Previous editions of the test series being used in the statewide testing program may not be used as practice tests.

6. Strictly observe all timed subtests. The test publisher's suggested time limits for untimed subtests shall be followed as closely as possible in order to maintain uniformity in test administration.

7. Follow directions for administering the test explicitly. No test item may be repeated unless otherwise indicated in the directions.

8. Not change a pupil's answer.

9. Return all test materials to the superintendent or head of district immediately upon completion of testing.

D. All violations of this rule shall be referred by the superintendent or head of district to the State Superintendent of Public Instruction for appropriate action.

It is important to keep in mind that any breach of security, loss of materials, failure to account for materials, or any other deviation from acceptable security procedures shall be reported immediately to the principal, District Test Coordinator, and the State Test Coordinator. Depending on the severity of the breach, it may result in disciplinary action including, but not limited to, a letter of reprimand, suspension with pay, suspension without pay, dismissal, or certificate revocation.

AIMS test books and answer documents may NOT be photocopied or reproduced for any reason. Photocopying or reproducing any AIMS test materials is a violation of test security and may result in disciplinary action.

Test Security Agreement

All districts and charters that will be administering the Fall 2008 AIMS HS must have a Superintendent/Charter Holder Security Agreement signed and on file with Arizona Department of Education. **One copy of the Fall 2008 AIMS HS Superintendent/Charter Holder Test Security Agreement must be signed and faxed to ADE at 602-542-5467 no later than October 3, 2008.**

All school/district/charter personnel who will have access to the AIMS test materials must sign a Test Security Agreement. This includes, but is not limited to, warehouse personnel, Proctors, Test Administrators, Test Coordinators, School Administrators, and District/Charter Operator Administrators. **A new AIMS Test Security Agreement must be completed by all appropriate personnel for every administration of AIMS.** These signed Test Security Agreements are to be maintained as directed on the Fall 2008 AIMS HS Superintendent/Charter Holder Test Security Agreement.

Copies of the Test Security Agreements were provided at the pre-test workshop and can also be found on the ADE Test Coordinator Web page.

Contact Information

Questions regarding the **administration** of AIMS HS should be directed to:

> **Mary Pat Wood**
> **State Test Coordinator**
> **Phone: (602) 542-5345**
> **Email: MaryPat.Wood@azed.gov**

Questions regarding **materials** for AIMS HS should be directed to:

> **Arizona Help Desk at CTB/McGraw-Hill**
> **Phone: 1-888-630-9145**
> **Email: ArizonaHelpDesk@ctb.com**

Questions regarding **pickup of materials** for AIMS HS should be directed to:

> **CEVA**
> **1-800-470-0755***

*When contacting CEVA, specify that you are calling about the CTB pickup for the Arizona AIMS program.

NOTES

Checklist for Packing and Shipping Test Materials

Scorable Test Materials

☐ Make sure student responses from large print and Braille versions have been transferred to standard answer documents, and student responses from contaminated test materials have been transferred to clean answer documents.

☐ Group the answer documents by cohort, then by class/group.

☐ Place a completed GIS and stack card on top of each stack of answer documents. Bind each stack with two paper bands, one horizontally and one vertically.

☐ Record the number of used answer documents on the School Materials Inventory Sheet. Retain this sheet.

☐ Complete an SGL for each school. Place the SGL(s) in the envelope entitled "School/Group Lists."

☐ Place the answer documents in the return shipping boxes in the same order that they are listed on the SGL.

☐ Place the "School/Group Lists" envelope at the top of the first box of scorable test materials. Affix a "School/Group Lists" label on the side of the box.

☐ Affix a **yellow scorable return label** on the side of each box of scorable test materials. If the box contains test materials from more than one school, be sure the number of return labels matches the number of schools. Mark the number of each scorable box on each yellow return label.

☐ Fill any space in the boxes of scorable test materials with crumpled paper or plastic air bubbles. Seal the boxes.

☐ Number the district's entire set of boxes of scorable test materials.

☐ Make sure the boxes are ready for shipping on the scheduled pickup date.

Nonscorable Test Materials

☐ Organize all nonscorable test materials by document type.

☐ Record the number of each document type on the School Materials Inventory Sheet.

☐ Place all nonscorable test materials in boxes separate from those used for the scorable test materials. Place the Test Coordinator's Manuals and the Test Administration Directions in the first box of nonscorable test materials.

☐ Place the School Materials Inventory Sheet at the top of the first box of nonscorable test materials.

☐ Affix a **green nonscorable return label** on the side of each box. Mark the number of each nonscorable box on each green return label.

☐ Validate the number of documents returned using the School Materials Inventory Sheet from each school and the original materials packing list.

☐ Complete the District/Charter Operator Materials Inventory Sheet.

☐ Place all the Materials Inventory Sheets in the Materials Inventory Envelope. Place the envelope at the top of the first box of nonscorable test materials.

☐ Fill any space in the boxes of nonscorable test materials with crumpled paper or plastic air bubbles. Seal the boxes.

☐ Number the district's entire set of boxes of nonscorable test materials.

☐ Make sure the boxes are ready for shipping on the scheduled pickup date.

Important Dates for Fall 2008 Testing

Events	Dates
Order AIMS HS test materials using CTB online ordering Web site	August 18–27, 2008
Deadline to submit student data to SAIS for test labels	September 9, 2008
Attend a Fall 2008 Pre-Test Workshop; register online at www.azed.gov	September 23–25, 2008
Superintendent/Charter Holder Security Agreement due to ADE	October 3, 2008
Test materials and Test Coordinator's Kits delivered to districts	Two Delivery Window Options: October 6–9, 2008 October 14–16, 2008
Short-add window for additional materials requests (test materials and Test Coordinator's Kits)	October 16–20, 2008 Orders must be received by 5 P.M. MST on October 20, 2008
Test administration dates	AIMS HS Writing—October 28 AIMS HS Reading—October 29 AIMS HS Mathematics—October 30
Return of materials to be scored to CTB/McGraw-Hill Scoring Center	November 3–6, 2008
Score reports due in district	December 12, 2008
Closing date for corrections to reports	January 30, 2009

Figure 11: Important Dates for Fall 2008 Testing